



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

**2015 WIRELESS INFRASTRUCTURE SHOW
DIPLOMAT RESORT & SPA
HOLLYWOOD, FLORIDA
APRIL 28-29, 2015**

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show service order forms. To help **save you money**, please take advantage of pre-show order discounts.

- ✓ Please read through this Exhibitor Service Kit. **Complete and return all order forms by the indicated discounted deadline date. Each form should be returned to the appropriate company and address listed on that form.**
- ✓ **On-Line Ordering** is available. Log in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at (505) 243-9889 to obtain one.
- ✓ Review our payment policy carefully. CSS requires payment in full at the time you place your order, along with the **Credit Card Authorization Form**.
- ✓ Please include the prevailing sales tax, **currently 6% and the 3.3% Petroleum Surcharge**. Sales tax is applicable to **rentals**. **Labor and material handling services are exempt** in the State of Florida. If you have a state or federal exemption, please forward at the time of ordering.
- ✓ We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward in serving you from start to finish. We are here to make sure your participation is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department.

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Or visit us on the World Wide Web at <http://www.cssabq.com>





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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2015 Wireless Infrastructure Show

EXHIBITOR MOVE-IN: Monday, April 27, 2015 1:00PM-8:00PM
Tuesday, April 28, 2015 8:00AM-2:30PM

SHOW DATE (S): Tuesday, April 28, 2015 3:00PM-7:00PM
Wednesday, April 29, 2015 10:30AM-2:30PM

EXHIBITOR MOVE-OUT: Wednesday, April 29, 2015 2:30PM-6:30PM

All materials must be packed with bill(s) of lading turned in to CSS by: Wed, April 29, 2015 @ 6:30PM
Outside freight carriers must be checked in by: Wed, April 29, 2015 @ 5:30PM

SHOW LOCATION: Diplomat Resort and Spa
Great Halls 1-4
Hollywood, Florida

STANDARD BOOTH PACKAGE: 10'x10' Islands (floor markings only)
(Included with booth purchase) 8' Black Back Wall Drape
3' Black Side Rail Drape
7" x 44" ID Sign
The exhibit area is carpeted

IMPORTANT DEADLINES

First date freight can arrive at the advance warehouse	Monday, March 30, 2015
Submission deadline for exhibitor appointed contractor notification	Monday, March 30, 2015
Last date to receive certificate of insurance for EAC	Monday, March 30, 2015
Advance Orders and Payment Deadline	Monday, April 13, 2015
Last date freight can arrive at the advance warehouse	Thursday, April 23, 2015
First date for direct shipments to facility	Monday, April 27, 2015

SHIPPING INFORMATION:

ADVANCE SHIPPING ADDRESS
-ADVANCE FREIGHT RECEIVING-
Monday-Friday 8am-4pm
Monday, March 30 – Thursday, April 23, 2015

Ship to: Exhibitor Name and Booth #
2015 Wireless Infrastructure Show
c/o CSS
FLX Inc.
10992 NW 92 Terrace
Doors 23-27
Medley, FL 33178

DIRECT SHIPPING ADDRESS
-FIRST DAY FOR DIRECT FREIGHT-
Monday, April 27, 2015 1:00PM-8:00PM
Tuesday, April 28, 2015 8:00AM-2:30PM

Ship to: Exhibitor Name and Booth #
2015 Wireless Infrastructure c/o CSS
Diplomat Resort and Spa
Great Halls 1-4
3555 South Ocean Drive
Hollywood, FL 33019



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PETROLEUM PRODUCT SURCHARGE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ATTENTION EXHIBITORS!

PETROLEUM PRODUCT SURCHARGE

IMPORTANT INFORMATION

Processed petroleum is vital to our industry as it is widely used in trade show materials such as carpeting, tape, plastics, visqueen, propane and diesel fuel.

Convention Services of the Southwest, Inc. has been absorbing these costs for many years now. Unfortunately, the ever rising price of fuel and petroleum based products forces us to share in these costs.

Effective immediately, CSS, Inc. will add a surcharge of 3.3% to all materials and services provided.

We at CSS appreciate your continued support and understanding.



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2015 Wireless Infrastructure Show	Advance Payment Deadline: Monday, April 13, 2015	Booth #(s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policies statement provided with your Service Kit. **The Estimated Total below does not necessarily reflect the final total charged to your credit card at close of show.** *There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--	--

Card Verification # -3 or 4 Digit Code on Back of Card:

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Carpet (Standard or Prestige)	
Rental Display	
Labor	
Material Handling	
Cleaning	
Floral	
Forms included but sent to a different location:	
Contact Edd Helms for Electrical	XXXXXXXXXX
Contact PSAV For AV	XXXXXXXXXX
Contact ExpoBadge for Lead Retrieval	XXXXXXXXXX
<u>Estimated Total</u> (includes State Tax and Petroleum Surcharge where applicable)	

Using the original forms, remember to include and transfer the sales tax into the estimated grand total above.

This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by CSS.

1. Service Kit (pdf download)

- a. Advance payment by **Company Check, Wire Transfer, e-check**: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest (CSS) and must be in U. S. funds drawn on a U. S. bank. International exhibitors must prepay all balances prior to show closing in U.S. Dollars drawn on U.S. Banks. A **CREDIT CARD CHARGE AUTHORIZATION FORM** is required for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.
- b. **Credit Card**: For your convenience we accept Visa, Mastercard and American Express. You must complete the **CREDIT CARD CHARGE AUTHORIZATION FORM**. For discount rates to apply, CSS must receive this form by **Monday, April 13, 2015**. ***There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

2. On Line Ordering

- a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final. Drayage Fees are added once freight is received and floor orders may be added.

DISCOUNT PRICING

To obtain the discount pricing, full payment must be included with your order. Orders received after the discounted deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Manual, we must have your signed credit card information and full payment in advance or ordered on line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the Original Price to cover labor involved.

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Policy Form**). **Third Parties must call for an online log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by **Monday, April 13, 2015**. This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: 2015 Wireless Infrastructure Show	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
E-mail address:	E-mail address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

DRAPED DISPLAY TABLES-30" HIGH (choose skirt color below)

Quantity	Description	Discount Price	Standard Price
	2'x2' draped pedestal	104.00	135.00
	4'x2' draped table	115.00	150.00
	6'x2' draped table	127.00	165.00
	8'x2' draped table	155.00	202.00
	30"D x 30"H draped round table	98.00	127.00

DRAPED DISPLAY COUNTERS-40" HIGH (choose skirt color below)

	2'x2' draped pedestal	115.00	150.00
	4'x2' draped counter	127.00	165.00
	6'x2' draped counter	155.00	202.00
	8'x2' draped counter	185.00	241.00
	30"D x 40"H draped round table	127.00	165.00

UNDRAPE DISPLAY TABLES-30" HIGH

	4'x2' wood table	75.00	98.00
	6'x2' wood table	81.00	105.00
	8'x2' wood table	92.00	120.00

UNDRAPE DISPLAY COUNTERS-40" HIGH

	4'x2' wood counter	81.00	105.00
	6'x2' wood counter	98.00	127.00
	8'x2' wood counter	109.00	142.00

TABLE SKIRTING (choose skirt color below) (circle height)

	4 th side table drape 30"	69.00	81.00
	4 th side table drape 40"	69.00	81.00
	Individual table skirt 30"	45.00	59.00
	Individual table skirt 40"	50.00	65.00

SPECIAL DRAPERY (choose drape color below) (6' minimum)

	3' high drapery/linear ft.	6.00	12.00
	8' high drapery/linear ft.	12.00	17.00

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	58.00	75.00
	Padded Arm Chair	85.00	111.00
	Padded Side Chair	78.00	101.00
	Upholstered Bar Stool with Back	95.00	124.00
	Bag Rack: circle T or Waterfall	63.00	82.00
	Literature Stand -5'h-6-pocket	110.00	143.00
	Chrome Easel	28.00	36.00
	Wastebasket with liner	17.00	22.00
	Fishbowl	23.00	30.00
	4'x8' Tackboard or Pegboard (circle choice) Horizontal Vertical	120.00	156.00
	Glass Show Case 48"x18"x38"	350.00	Advanced Only

*Maximum load on boards is 50 lbs. Tackboards are black & Velcro "friendly" or push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle)

Blue Red Gold Silver Teal Peach Terra-Cotta

Black White Burgundy Hunter Green Plum Beige

SUBTOTAL	\$
TAX & Surcharge 9.3%	\$
TOTAL	\$



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FURNISHINGS-TABLES

CONVENTION SERVICES OF THE SOUTHWEST INC.



DRAPED TABLE



DRAPED COUNTER



UNDRAPED TABLE

TABLES

	2'	4'	6'	8'	30" Round
Tables (30" height) Draped Undraped Tables (40" height) Draped Undraped 4 th side draped	PLEASE SEE FURNISHINGS ORDER FORM FOR PRICING				



BLUE



RED



GOLD



SILVER



TEAL



PEACH



TERRA-COTTA



BLACK



WHITE



HUNTER GREEN



PLUM



BEIGE



BURGUNDY

40" DRAPED ROUND



2'x2' DRAPED PEDESTAL



40" UNDRAPED ROUND



LIMITED QUANTITIES

30" UNDRAPED ROUND



LIMITED QUANTITIES



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST INC.



**PADDED SIDE CHAIR
SPECKLED GRAY/BLACK**



**PADDED ARM CHAIR
SPECKLED GRAY/BLACK**



**PADDED BAR STOOL
SPECKLED GRAY/BLACK**

**JETSON CHAIRS
WITH 24" BISTRO COUNTER HIGH ROUND
(CALL FOR PRICING)**



**MESH CHAIR
BLACK
SPECIALTY UPGRADE**

**MATRIX CHAIR
GRAY**





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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST INC.



FISH BOWL



WASTEBASKET
WITH LINER



PEG &
POSTERBOARD
4'x8'



LITERATURE
STAND
6' H-6 POCKET



CHROME EASEL



BAG RACK



WATERFALL
BAG RACK



CHROME
SIGN
DISPLAY



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

*Note: Due to limited quantities on many items, a comparable product may be substituted
Please contact CSS for quantity availabilities*

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Chrome and Black Chairs			125.00
	Jetson Chair	15"x15", adjustable seat	White Black	150.00
	Leather Office Chair with Mesh Back, Black	34.7"h x 22.75"w x 24"d	Black Only	125.00
	Leather Steno Chair with Wheels, Black	44"h x 26"w x 27"d	Black Only	150.00
	Modern Chairs, Black		Black Only	125.00
	Soda Fountain Barstool	30"h x 17"w x 17"d	Red Black	125.00
	Swivel Barstools with Curved Back	32.5"h x 22.5"w x 18"d	White Black	175.00

UPGRADE TABLES

	24" Bistro Table, Black Top	42"h x 24"w x 24"d		200.00
	31" Glass Table	29"h x 31.5"w x 31.5"d		225.00
	36" Round Conference Table	30"h x 36"w x 36"d		200.00
	40" Round Glass Top Table	30"h x 40"w x 40"d		250.00
	Glass and Chrome Coffee Table	15.8"h x 39.4"w x 19.7"d		175.00
	Glass and Chrome End Table	15"h x 23"w x 23"d		150.00
	Glass Coffee Table	22"h x 39"w x 18"d		175.00
	Oblong Black Bar Counter	40"h x 21"w x 41"d		200.00
	Rectangular Conference Table	30"h x 36"w x 60"d		800.00
	Rectangular Conference Table With 6 Chrome and Black Chairs	30"h x 36"w x 60"d		1200.00
	Triangle Glass Top Table	35"h x 35"w x 35"d		225.00

UPGRADE SEATING

	Barrel Chair		Black Red Grey	275.00
	Chrome Leather Accent Chairs	30.5"h x 30.5"w x 27.5"d	White Black	350.00
	Chrome Leather Chair	32"h x 36"w x 33"d	White Black	450.00
	Chrome Leather Love Seat	32"h x 59"w x 33"d	White Black	575.00
	Chrome Leather Sofa	32"h x 81"w x 33"d	White Black	725.00
	Futon Lounger, Vanilla	32"h x 71"w x 34"d	Vanilla Only	425.00

UPGRADE ACCESSORIES

	Spandex Table Cover		Please Specify from Choices below	67.00
--	---------------------	--	-----------------------------------	-------

Spandex Color (Please Circle)			
Royal Blue	Orange	Eggplant	Blueberry
Teal	Fuchsia	Brown	Red
Black	White	Silver	

SUBTOTAL	\$
TAX & Surcharge 9.3%	\$
TOTAL	\$



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.



**SWIVEL BARSTOOLS
WITH CURVED BACK**
32.5"H x 22.5"W x 18"D
AVAILABLE IN WHITE OR BLACK



**LEATHER OFFICE CHAIR
WITH MESH BACK**
34.75"H x 22.75"W x 24"D



**STENO CHAIR, LEATHER
W/ WHEELS**
44"H x 26"W x 27"D



**SODA FOUNTAIN
BARSTOOL**
30"H x 17"W x 17"D
AVAILABLE WITH A
BLACK OR RED SEAT

**24" BISTRO TABLE
WITH BLACK TOP,
42"H x 24"D,
adjustable seat**

**SHOWN WITH
JETSON CHAIRS
15"x15"
ADJUSTABLE SEAT
(RENTED SEPERATLY)
ALSO AVAILABLE
IN WHITE**





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UPGRADE FURNISHINGS

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TRIANGLE GLASS TOP TABLE
35"H x 35"W x 35"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



RECTANGULAR CONFERENCE TABLE
30"H x 36"W x 60"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



40" ROUND GLASS TOP TABLE
30"H x 40" ROUND
PICTURED WITH MODERN CHAIRS
(RENTED SEPERATLY)



31" GLASS TABLE
WITH CHROME BASE
29"H x 31"D



36" ROUND
CONFERENCE TABLE
30"H X 36"D



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UPGRADE FURNISHINGS

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GLASS AND CHROME COFFEE TABLE
15.8"H x 39.4"W x 19.7"D

GLASS AND CHROME END TABLE
15"H x 23"W x 23"D



SPANDEX
TABLE
COVERS

AVAILABLE IN
MULTIPLE COLOR
OPTIONS



OBLONG BLACK
BAR COUNTER
40"H x 21"W x 41"D



GLASS COFFEE TABLE

22"H x 39"W x 18"D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.

BLACK OR WHITE AND CHROME LEATHER SEATING



CHAIR

32"H x 36"W x 33"D

LOVE SEAT

32"H x 59"W x 33"D

SOFA

32"H x 81"W x 33"D



BARREL
CHAIRS

AVAILABLE IN RED, BLACK, OR GRAY

CHROME LEATHER ACCENT CHAIRS

30.5'H x 30.5"W x 27.5"D

AVAILABLE IN WHITE OR BLACK



VANILLA FUTON LOUNGER

32"H x 34"W x 71"D



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by::		

STANDARD CARPET			
QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
	10' x 10' Carpet	150.00	195.00
	10' x 20' Carpet	261.00	339.00
	10' x 30' Carpet	391.00	509.00
	10' x 40' Carpet	522.00	678.00

STANDARD CARPET COLOR (please circle color choice)

BLUE RED GREY TEAL HUNTER GREEN BLACK BURGUNDY PLUM

SPECIAL CUT STANDARD CARPET

Special sizes are available at \$3.45 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.
Carpet Size _____ x _____ = _____ square feet x \$3.45 = \$ _____ TOTAL

Visqueen is available at \$ 0.60 per square foot installed

_____ x _____ = _____ square feet x \$0.60 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.15 per square foot installed (100 sq min)

_____ x _____ = _____ square feet x \$1.15 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.3%	\$
TOTAL	\$

* For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services> *



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PRESTIGE CARPET ORDER

CONVENTION SERVICES OF THE SOUTHWEST. INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by::		

****** ORDERS PLACED AFTER ABOVE DEADLINE DATE PLEASE CALL FOR AVAILABILITY ******

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. Plush, heavy-cut polyester pile carpet

Carpet Size _____ x _____ = _____ square feet x \$4.60 = \$ _____ TOTAL

Visqueen is available at \$ 0.60 per square foot installed (100 sq ft min)

_____ x _____ = _____ square feet x \$0.60 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.15 per square foot installed. (100 sq ft min)

_____ x _____ = _____ square feet x \$1.15 = \$ _____ TOTAL

CARPET COLOR (please circle color choice)

LITE BLUE BRIGHT BLUE NAVY TEAL GREY SILVER MIST GUN METAL CHARCOAL ROSE
VIOLET FOREST EMERALD BURGUNDY TOAST CREAM IVORY CHERRY RED BLACK
YELLOW ORANGE PROCESS BLUE PANTONE PURPLE REFLEX BLUE PANTONE GREEN

CARPET SAMPLES ARE AVAILABLE UPON REQUEST PLEASE FILL OUT BELOW ***NO REFUNDS ON SPECIAL ORDER CARPET
ALL SALES ARE FINAL **

CARPET SAMPLE MAILING INFORMATION

Mail Photo to:	_____
Attention:	_____
Company:	_____
Address:	_____
City:	_____ State: _____ Zip Code: _____
Phone Number:	_____

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express and Visa credit cards will be accepted.

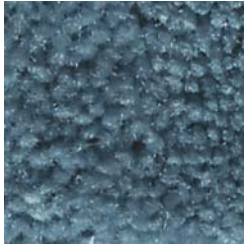
NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

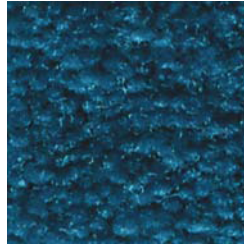
PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.3%	\$
TOTAL	\$

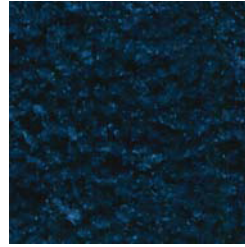
10' Prestige Colors



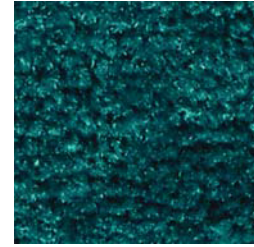
LITE BLUE



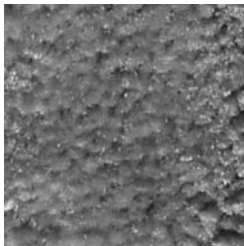
BRIGHT BLUE



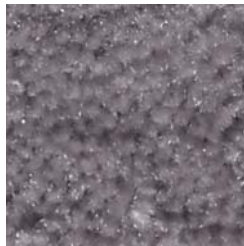
NAVY



TEAL



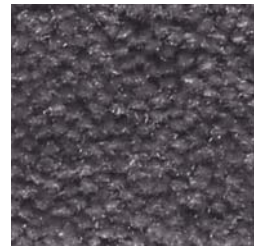
GREY



SILVER MIST



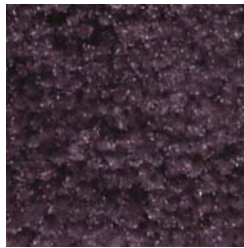
GUN METAL



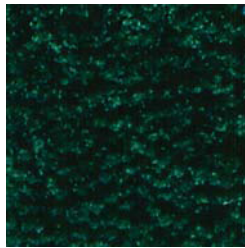
CHARCOAL



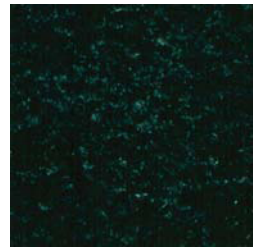
ROSE



VIOLET



FOREST



EMERALD



BURGUNDY



TOAST



CREAM



IVORY



CHERRY RED



BLACK



YELLOW



ORANGE



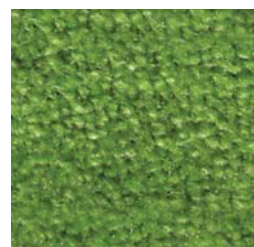
PROCESS BLUE



PANTONE PURPLE



REFLEX BLUE



PANTONE #368 GREEN



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2015 Wireless Infrastructure Show	Advance Payment Deadline: Monday, April 13, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY!!!!

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table. Units #3001-3006 include Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.** All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Discount Price	Standard Price
	Basic #3000	898.00	1078.00
	10'x10' #3001 (3 spotlights, 1 shelf)	2142.00	2570.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-1meter counter)	2415.00	2898.00
	10'x20' #3003 (6 spotlights)	3213.00	3856.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3465.00	4158.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3698.00	4438.00
	10'x10' Office #3006	2800.00	3360.00
	Table Top Display #3007	483.00	580.00
	Sign Kiosk #3008	277.00	332.00
	Custom Display Units	Call for Quote	

Panel Type (please circle choice): Grey Velcro Black Velcro Blue Velcro White Hardwall

Select Table Drape Color (Unit #3007 only, circle color choice):

Blue Red Gold Silver Teal Peach Black White Burgundy Hunter Green Plum

Carpet Color (Units #3001-#3006 only, circle color choice):

Blue Red Burgundy Hunter Green Teal Grey Plum Black

Header Copy (please print):

Standard Header: Black Block Lettering

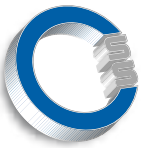
Custom Graphics with logo will quoted upon request.

ACCESSORIES

	1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	420.00	504.00
	2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	483.00	580.00
	White pedestal 36"Hx20 1/2"Wx20 1/2" deep	107.00	128.00
	Display Spotlights	50.00	60.00
	Straight Shelves with brackets	50.00	60.00
	Angle Shelves with brackets	50.00	60.00
	Side Rails, 80"Lx36"H to match display	208.00	250.00
	Clear Literature Holders, 1 pocket 8 1/2"x11"	16.00	19.00

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.3%	\$
TOTAL	\$

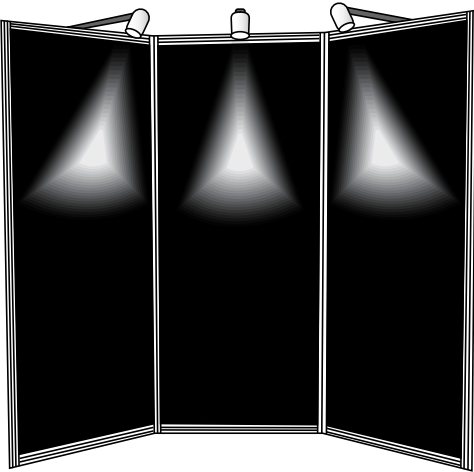


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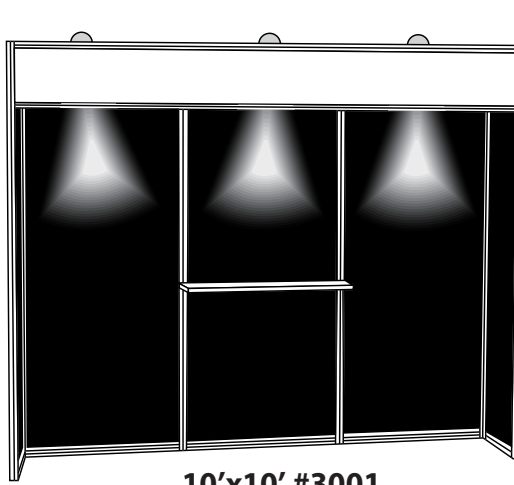
email us @
esr@cssabq.com

RENTAL DISPLAY UNITS

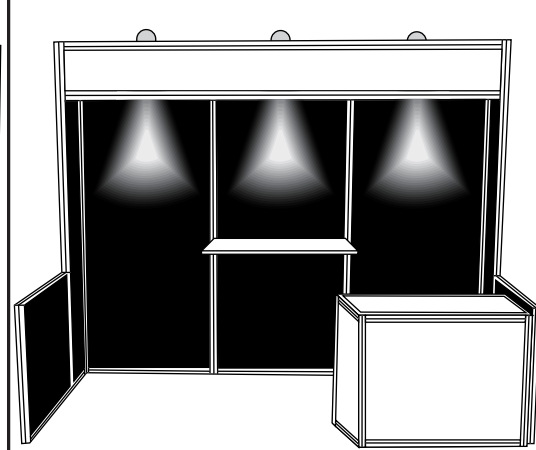
CONVENTION SERVICES OF THE SOUTHWEST, INC.



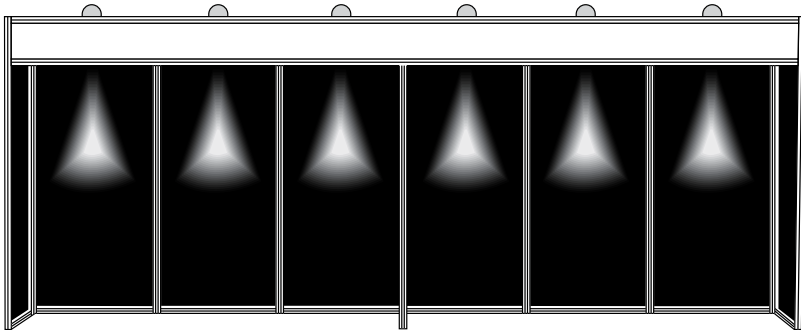
BASIC#3000



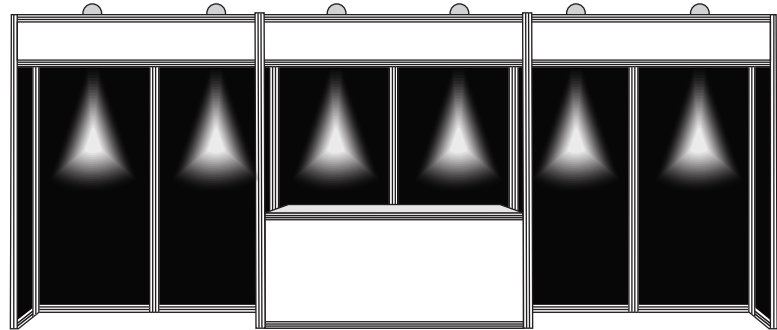
10'x10' #3001



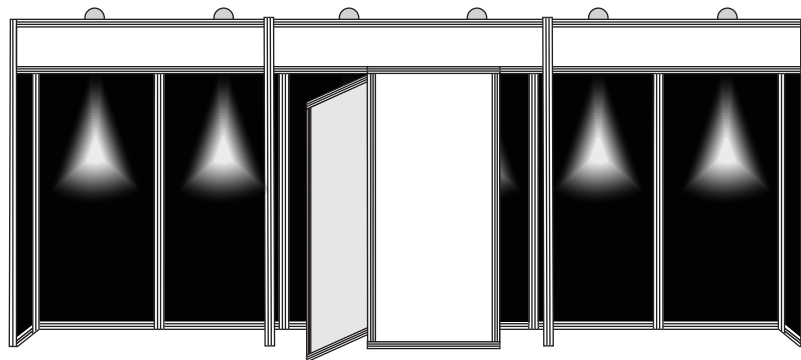
10'x10' #3002



10'x20' #3003



10'x20' #3004



10'x20' #3005



**SIGN KIOSK
#3008**

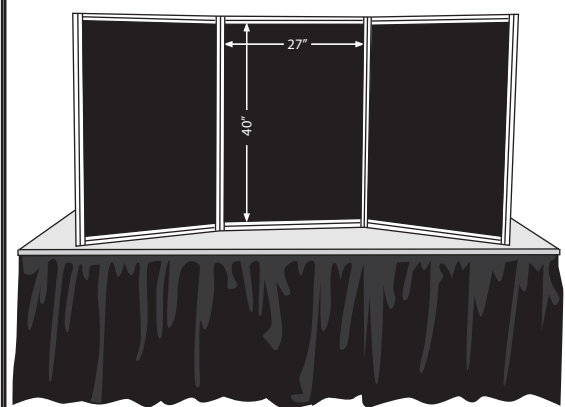
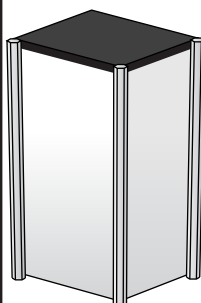


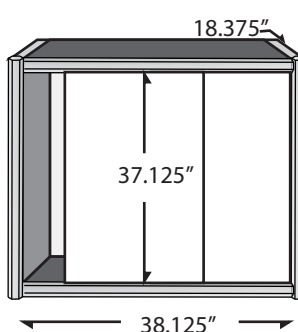
TABLE TOP DISPLAY #3007



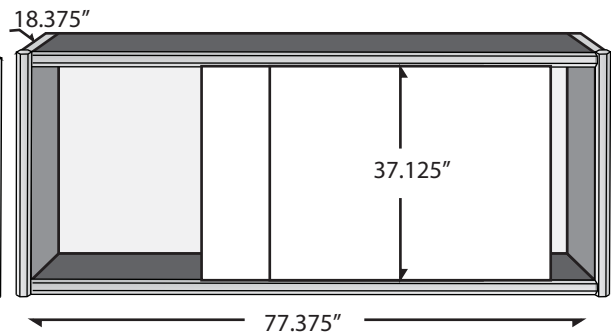
GLASS SHOWCASE



PEDESTAL



38.125"



37.125"

77.375"

COUNTERS



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LABOR JURISDICTIONS
Miami, Florida

CONVENTION SERVICES OF THE SOUTHWEST. INC.

UNION JURISDICTIONS FOR MIAMI, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials in the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. **CSS** will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by **CSS**.

TIPPING

CSS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of the **CSS** Service Desk.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. **CSS** cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2015 Wireless Infrastructure Show	Advance Payment Deadline: Monday, April 13, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Cardholder Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Display labor & Forklift will be billed in ½ hour increments with a **one-hour minimum**. **Late orders add 20%.**

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)

\$90.00 per person/per hour

Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$130.00 per person/per hour

Sundays and Holidays

\$155.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)

\$175.00 per hour

Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$210.00 per hour

Sundays and Holidays

\$250.00 per hour

****Exhibitor must contract all forklift operation with the official service contractor.**

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

☐

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00am. If labor is not picked up or canceled without 24 hours notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

☐

*****Please fill out all outbound shipping information.**

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

PLEASE READ PAYMENT POLICY

	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION					
DISMANTLE					

Please add 3.3% for Petroleum Surcharge Tax



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

Submission Deadline for Notification & Certificate of

Insurance: **Monday, March 30, 2015**

CONVENTION SERVICES OF THE SOUTHWEST. INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (CSS) in writing no later than **Monday, March 30, 2015**
- Exhibitor must ensure their contractor provide **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Monday, March 30, 2015**. If this certificate is not received by the deadline date, you may send in a supervisor only and you will be required to order show labor. If we do not receive a certificate by move in, your EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and / or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- The EAC shall share with **CSS, Inc** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, and trash removal, etc.
- The EAC must provide **CSS, Inc.** and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS	
CONTACT, TELEPHONE # & FAX:	

The service firm must notify **CSS, Inc.** of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to **CSS, Inc.** and the sponsor of the exhibition. Please list show name, location and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS, Inc.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE
EMAIL:	FAX:

2015 Wireless Infrastructure Show



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esr@cssabq.com

MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material-handling** (Drayage) charges and shipping charges are not the same thing. “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock. “Freight Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *This estimate will be binding on both parties and no adjustments will be made after the show closes.
- ❖ **We will accept all cartons, crates and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose, uncrated materials or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights or else CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be charged material handling by **CSS**. Please refer to the “Material Handling” Rate sheet. All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and **CSS** moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

MATERIAL HANDLING INCLUDES:

- **Storing your booth, equipment and materials in our warehouse for up to 30 days in advance of the show. (Advance shipments only).**
- **Delivering materials to your booth at show site.**
- **Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.**
- **Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from CSS Service Center).**

MATERIAL HANDLING DOES NOT INCLUDE:

- **Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrateing and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the “Labor Order Form” enclosed.**
- **Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to CSS warehouse at exhibitor expense. Please refer to “Material Handling” Rate sheet for re-route times.**



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LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

CSS liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential or assumed loss or profits or revenues or for any collateral costs, which may result from any loss or damage to an exhibitors materials which may make it impossible or impractical to exhibit it.

Claims for loss or damage that are not submitted to CSS within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this form.

To expedite removal of materials from the show site, CSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show, without a Bill of lading, will be rerouted with the preferred carrier. No liability will be assumed as a result of such rerouting or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft or disappearance of Exhibitors material after it has been delivered to the exhibit booth.
- Loss, theft or disappearance of Exhibitors material prior to materials being picked up from exhibit booths for reloading after close of the show. CSS will check all Bills of Lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any causes beyond CSS control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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MATERIAL HANDLING RATE SHEET

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2015 Wireless Infrastructure Show	Advance Payment Deadline: Monday, April 13, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

ADVANCE FREIGHT RECEIVING Monday, March 30 – Thursday, April 23, 2015 Monday-Friday 8:00am-4:00pm ADVANCE SHIPPING ADDRESS Ship To: Exhibitor Name and Booth # 2015 Wireless Infrastructure Show c/o CSS FLX Inc. 10992 NW 92 Terrace Doors 23-27 Medley, FL 33178 <table border="1"> <tr> <td>Number of Pieces:</td> <td>Estimated Weight:</td> </tr> <tr> <td>Inbound Freight Carrier:</td> <td></td> </tr> </table>	Number of Pieces:	Estimated Weight:	Inbound Freight Carrier:		FIRST DAY FOR DIRECT FREIGHT Monday, April 27, 2015, 1:00PM – 8:00PM Tuesday, April 28, 2015, 8:00AM-2:30PM DIRECT SHIPPING ADDRESS Ship To: Exhibitor Name and Booth # 2015 Wireless Infrastructure c/o CSS Diplomat Resort and Spa Great Halls 1-4 3555 South Ocean Drive Hollywood, FL 33019 <table border="1"> <tr> <td>Number of Pieces:</td> <td>Estimated Weight:</td> </tr> <tr> <td>Inbound Freight Carrier:</td> <td></td> </tr> </table>	Number of Pieces:	Estimated Weight:	Inbound Freight Carrier:	
Number of Pieces:	Estimated Weight:								
Inbound Freight Carrier:									
Number of Pieces:	Estimated Weight:								
Inbound Freight Carrier:									

PLEASE READ Payment Policy & Material Handling Information and Limits of Liability.

Our preferred freight carrier is: CSS Logistics (505) 243-9889

****Freight will be re-routed from show floor on Wednesday, April 29, 2015 @ 6:30PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 92.00 per cwt = \$460.00

ADVANCE FREIGHT RATES: *Includes crated, skidded and carton materials.
\$92.00 per cwt. \$184.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 92.00 per cwt = \$ _____

DIRECT FREIGHT RATES: *Includes crated, skidded and carton materials.
\$92.00 per cwt. \$184.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 92.00 per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

“Late shipments” and “off target” freight will be charged an **additional \$16.00 per cwt.** (200 lb. minimum applies)
“Express letter shipments” or shipments weighing less than 10lbs. will be charged a **\$26.00 material handling fee.**
Banding and Shrink Wrap will be charged at **\$50.00** per skid or crate. **Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$42.00 per cwt.** **Return to Warehouse** is **NOT** available. **All freight** will leave the show floor **Wednesday, April 29, 2015.** (200 lb. minimum applies)

Total of all shipments above plus 3.3% Petroleum Surcharge \$ _____

Abqghst



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SHIPPING LABELS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE WAREHOUSE SHIPPING LABELS

	ADVANCE WAREHOUSE		ADVANCE WAREHOUSE
R	TO: _____ (Exhibiting Company Name)	R	TO: _____ (Exhibiting Company Name)
	BOOTH #: _____		BOOTH #: _____
U	2015 Wireless Infrastructure Show	U	2015 Wireless Infrastructure Show
	c/o CSS		c/o CSS
	FLX Inc.		FLX Inc.
S	10992 NW 92 Terrace	S	10992 NW 92 Terrace
	Doors 23-27		Doors 23-27
	Medley, FL 33178		Medley, FL 33178
H	Warehouse Hours: M-F 8AM-4PM	H	Warehouse Hours: M-F 8AM-4PM
	Last Day for Advance Freight to arrive		Last Day for Advance Freight to arrive
	Thursday, April 23, 2015		Thursday, April 23, 2015

DIRECT SHIPPING LABELS

	DIRECT TO SHOW		DIRECT TO SHOW
R	TO: _____ (Exhibiting Company Name)	R	TO: _____ (Exhibiting Company Name)
	BOOTH #: _____		BOOTH #: _____
U	2015 Wireless Infrastructure Show	U	2015 Wireless Infrastructure Show
	c/o CSS		c/o CSS
	Diplomat Resort and Spa		Diplomat Resort and Spa
	Great Halls 1-4		Great Halls 1-4
S	3555 South Ocean Drive	S	3555 South Ocean Drive
	Hollywood, FL 33019		Hollywood, FL 33019
H	Must NOT arrive before April 27, 2015	H	Must NOT arrive before April 27, 2015
	FIRST DAY FOR DIRECT FREIGHT		FIRST DAY FOR DIRECT FREIGHT
	Monday, April 27, 2015 1:00PM – 8:00PM		Monday, April 27, 2015 1:00PM – 8:00PM
	Tuesday, April 28, 2015 8:00AM – 2:30PM		Tuesday, April 28, 2015 8:00AM – 2:30PM



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

OUTBOUND SHIPPING INSTRUCTIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

*** EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS***

At the close of show, materials will be shipped to: ****CSS will complete labels when labor is CSS Supervised****

ATTN:

(IMPORTANT: If your freight is forwarding to another show, be sure to include the show name and your booth number)

Please specify your choice by checking the following:

☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is

****Please note the exhibitor is responsible for scheduling the carrier and addressing all freight.***

☐ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.

Please indicate billing information for carrier charges if different than above:

SHIPPER (SIGNATURE)	
SHIPPER (PRINT NAME)	
FREIGHT CHARGES BILLED TO:	
STREET:	
CITY/ STATE / ZIP:	

2015 Wireless Infrastructure Show

KEEP IT SIMPLE

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs



Ground
Air
Domestic/Canada
International

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



CSS LOGISTICS, INC
1921 BELLAMAH NW
ALBUQUERQUE, NM 87104
P. 505.243.9889
F. 505.243.8197
CSSL@CSSABQ.COM



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www.cssabq.com

email us @
CSSL@cssabq.com

LOGISTICS

DOMESTIC FREIGHT SERVICES QUOTE / ORDER FORM (USA)

Show Name: **2015 Wireless Infrastructure Show**

Booth #

Shipper:

Contact and Phone#

Pick Up Address:

City

State

ZIP

Available for P/U (Date-Time AM/PM)

Consignee

Address

City

State

ZIP

C/O

Phone #

Shipping Method Desired: **GROUND** (Circle One)

Standard Ground – Ships in 2-5 Days, 7 from coast to coast

Time Critical – ships 1-2 Days Faster Than Standard

Time Critical – Deliver by (date) (time)

Shipping Method Desired: **AIR** (Circle One)

Overnight – First Morning Delivery

Overnight – Before Noon

Overnight - Afternoon

Circle one: 2nd Day Air / Deferred Air

Special Services Needed / Requested *****IMPORTANT***** CIRCLE Y OR N IN EACH FIELD

Home Pickup/Delivery Y / N

Liftgate Need Y / N

High Rise Office Y / N

Limited Access Y / N

Remote Area Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Your credit card is not required for a quote but must be on file to provide services. Providing a credit card affirms you have received and agree to the attached Uniform Bill of Lading Terms and Conditions

CREDIT CARD AUTHORIZATION

All Freight charges are paid IN FULL at time of weight verification (approx. 24 hrs after pickup)

☐

Visa (begins w/4)

☐

Mastecard (begins w/5)

☐

American Express (begins w/3)

Credit Card Number

Expires mo/yr

CIV Code

Billing Zip Code

Print Name on card / Signature

EMAIL (REQUIRED)

Date

Address if different from shipper

City/State/Zip

Phone:

UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec 1.

- (c) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:
- (d) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec 2

- (a) Unless arranged or agree upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (a) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in the section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (b) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

- (a) Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

- (a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec 9

- (a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers



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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Please print or type:

(incomplete information will delay processing)

Event or Show Name: 2015 Wireless Infrastructure Show	Advanced Payment Deadline: Monday, April 13, 2015
Event or Show Date(s):	Booth #(s):
Exhibiting Firm:	Exhibitor Telephone #:
Billing Address:	Exhibitor Fax #:
City/State/Zip:	E-mail address:
Authorized by:	

CLEANING SERVICES (select only one of the services below)

Services Available	Rate per square foot DISCOUNT PRICE
Initial Cleaning (Vacuum & empty wastebaskets before first show day only)	\$.43 per sq. ft (One Day)
Daily Cleaning (Vacuum & empty wastebaskets for all show days)	\$.39 per sq. ft (Daily)
Daily Porter Service (Empty wastebaskets and periodic trash pick up during show hours)	\$115.00 (Daily)

PLEASE COMPUTE COST BELOW.

To compute booth size: (Length x Width = Total Square Feet)

NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH.

Number of Booth spaces X 100 = Total Square Feet X Rate per square foot X Number of Days = Total Due

_____ X 100 = _____ X _____ X _____ = _____

Please add 9.3% for prevailing state sales tax and Petroleum Surcharge

PLEASE READ PAYMENT POLICY.

Please bring any discrepancies regarding these services to our attention prior to show close. CSS is unable to adjust invoices after the close of the show.

natl



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email us @
esr@cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2015 Wireless Infrastructure Show	Advance Payment Deadline: Monday, April 13, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Quantity	Item	Discount Price	Standard Price	Total Price
	Floral Traditional - Height 12" Width 12"	74.00	96.00	
	Floral Arrangements - Height 18" Width 12"	105.00	137.00	
	Custom designed arrangements Color: Width: Height:	Call for Quote	Call for Quote	
	Kalanchoe, Persian Violet, Azalea, Chrysanthemum, Begonia, Cyclamen Please circle selection	66.00	86.00	
	Mums (select color) White Yellow Purple Rust	50.00	65.00	
	Small Ferns	50.00	65.00	
	Large Ferns	81.00	105.00	
	3 - 4 foot green plants	81.00	105.00	
	5 - 6 foot green plants	115.00	150.00	
	7 - 8 foot green plants	144.00	187.00	
	Wicker Containers	Call for quote	Call for Quote	
	Delivery Charge	20.00	20.00	20.00
	Sub Total			
	Tax & Surcharge 9.3%			
	Total			

Plants remain the property of the subcontractor for **CONVENTION SERVICES OF THE SOUTHWEST, INC.** There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of florist.

Rental price includes: Decorative Container, top dressing, professional maintenance. ALL ORDERS MUST BE PAID IN FULL PRIOR TO SHOW CLOSING. **PLEASE READ PAYMENT POLICY.**

Abqn

**ELECTRICAL SERVICE RATE &
ON-LINE ORDERING INSTRUCTIONS ONLY**
WWW.EDDHELMSTRADESHOWS.COM
EVENT ID 846KICM
ORDERS MUST BE RECEIVED BY APRIL 14, 2015 TO RECEIVE THE ADVANCE RATE

THE STANDARD LOCATION FOR OUTLETS IS THE REAR OF THE BOOTH FOR IN-LINE PIPE & DRAPE DISPLAYS.
RATES QUOTED DO NOT INCLUDE LABOR AND/OR MATERIAL CHARGES FOR CONNECTING EQUIPMENT.

POWER OUTLETS

All outlets are priced at 120V single phase.

DESCRIPTION	ADVANCE RATE	STANDARD RATE
0 TO 1000 WATTS (10 amps)	123.00	185.00
1001 TO 1500 WATTS (15 amps)	146.00	214.00
1501 TO 2000 WATTS (20 amps)	167.00	251.00
24 Hour Service - An additional 50% of the subtotal		

ACCESSORIES

DESCRIPTION	ADVANCE RATE	STANDARD RATE
Multi-Outlet Strip	15.00	20.00
25 Ft Extension Cord	19.00	25.00
Tri-Tap	8.00	10.00

LABOR CHARGE
208V Single & Three Phase Outlets Quoted Upon Request

Labor charges will apply for all island booths, 208V & higher services, & the installation & dismantle of power to locations other than the back of your booth (for in-line pipe & drape booths only). All additional distribution will be provided by Edd Helms electricians on a time & material basis. There is a minimum labor charge of one (1) hour for installation & a minimum (1/2 hour) for dismantle. Labor and material charges not ordered in advance will be charged to the credit card on file after installation.

SPECIAL NOTE

PLEASE BE SURE TO ADD UP ALL YOUR POWER NEEDS ~ SHOWCASE POWER. ALL LIGHTS IN YOUR DISPLAY, COMPUTERS, CREDIT CARD MACHINES, ETC. WHEN CALCULATING THE AMOUNT OF POWER YOU REQUIRE. PLEASE CONTACT US AT 954-602-8946 IF YOU NEED ASSISTANCE.

MINIMUM LABOR CHARGE IS 1 HOUR	RATE PER HOUR
Monday - Friday (Except Holidays) 8:00 am - 4:30 pm	\$75.00
Monday - Friday 4:30 pm - 8:00 am, All Day Saturdays, Sundays & Holidays	\$150.00

ELECTRICAL DIAGRAMS

ALL ISLAND BOOTHS AND ORDERS FOR MULTIPLE OUTLET LOCATIONS MUST SUBMIT A SCALED FLOORPLAN SHOWING DIMENSIONS TO OUTLETS, SURROUNDING BOOTH #'S FOR ORIENTATION PURPOSES & LOCATION(S) FOR MAIN POWER BOX. EMAIL TO MPFEFFERKORN@EDDHELMS.COM OR FAX TO 954-458-9067.

ON-LINE ORDERING INSTRUCTIONS ONLY

- GO TO WWW.EDDHELMSTRADESHOWS.COM**
- CREATE USER NAME & PASS WORD OR SKIP LOGIN AND REGISTER AS A GUEST**
- ENTER EVENT ID 846KICM**
- CLICK YES TO TERMS & CONDITIONS IN RED & PROCEED WITH ORDER.**

***** IF YOU WISH TO PAY BY CHECK PLEASE CALL OUR OFFICE AT 954-602-8946*****
WWW.EDDHELMSTRADESHOWS.COM ~ EVENT ID 846KICM
ORDERS MUST BE RECEIVED BY APRIL 14, 2015 TO RECEIVE THE ADVANCE RATE
PLEASE CONTACT US AT MPFEFFERKORN@EDDHELMS.COM OR 954-602-8946 IF YOU REQUIRE ASSISTANCE.

LEAD RETRIEVAL ORDER FORM
DISCOUNT DEADLINE: March 27, 2015

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
---	----------	---------	----------	-------

Handheld Scanners: *(Battery operated scanners; no electricity required)*

ExpoBadge Mobile e-Lead	\$240	\$270		
ExpoBadge Mobile e-Lead+	\$260	\$290		
ExpoBadge Exceed	\$280	\$310		

ExpoBadge Extras

Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$75	\$100		
USB Flash Drive	\$100	\$125		

Federal Tax ID # 20-8676699

TOTAL: _____

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

 WEBSITE :
<https://www.expobadge.com>

 EMAIL ORDERS TO:
orders@expobadge.com

 FAX ORDERS TO:
 714-634-9016

 MAIL ORDERS TO:
 ExpoBadge, Inc.
 1150 E. Stanford Court
 Anaheim, CA 92805, USA

 FOR ASSISTANCE CALL:
 toll free 800-490-9941
 +1-714-712-7380

Payment Information

*Billing Zip Code Required

☐ AMERICAN EXPRESS	☐ MASTERCARD	☐ VISA	☐ CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: ☐ I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead 	The ExpoBadge Mobile e-Lead is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+ 	The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Exceed 	The ExpoBadge Exceed offers free form notes and lead lookup functionality on a large color touch screen display for easy navigation. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.

Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

Exhibitor Event Technology Order Form

Tell us a little about the event...

Event Name:	_____
Event Dates:	_____
Event Location:	_____

Tell us a little about yourself...

Your Name:	_____	Company Name:	_____
Address:	_____		
City, State, Zip:	_____		
Phone:	_____	Fax:	_____
Email:	_____		

Just a little more information...

On-Site Contact:	_____	On-Site Cell Phone:	_____
Room:	_____	Booth #:	_____
Delivery Date/Time:	_____ @ _____	Pick Up Date/Time:	_____ @ _____

What do you need?

Item	Rate	Qty	# Days	Total
Laptop – Windows XP, Office 2010	\$275 x _____	x _____	= _____	
19" LCD Monitor -15 pin VGA input only	\$175 x _____	x _____	= _____	
32" HDTV LCD Monitor (stand not included)	\$325 x _____	x _____	= _____	
50" HDTV LCD Monitor (stand not included)	\$600 x _____	x _____	= _____	
Monitor Floor Stand for 32" & 50" monitors	\$125 x _____	x _____	= _____	
Blu-Ray Player Single Disk (requires a monitor)	\$175 x _____	x _____	= _____	
DVD Player Single Disk (requires a monitor)	\$150 x _____	x _____	= _____	
House Cable Patch (HD Satellite available by request)	\$150 x _____	x _____	= _____	
1 Speaker Sound System	\$285 x _____	x _____	= _____	
Computer Audio Package (sound system required)	\$75 x _____	x _____	= _____	
Subtotal - Add up all the Totals			= _____	
Service Charge - Min. \$75 or 23% of subtotal (whichever is greater)			= _____	
State Sales Tax - 6% of subtotal and service charge			= _____	
TOTAL DUE - sum of subtotal, service charge and tax			= _____	

For additional equipment or services, please contact our office directly
at (954) 602-8900 or email our Sales Dept. at dengland@psav.com.

What you need to know...

Please note that physical mounting of equipment to exhibit booths is prohibited.

Set up days are considered the 1st day of the rental period.

TAX EXEMPTION: Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.

CANCELLATIONS: 7 day notice to be given to avoid a 50% charge of order total. Any cancellations within 48 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.

LABOR: Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. On-site additions are subject to additional labor and/or delivery charges.

Fax this form to: (954) 456-3179 Attn: PSAV Sales

FAXING OF THIS FORM DOES NOT CONSTITUTE CONFIRMATION OF AN ORDER. PSAV responds to all requests within 72 hours with the order's status (confirmed or not confirmed). If you do not hear back from PSAV within 72 hours, RE-SEND THE ENTIRE REQUEST or call our office at (954) 602-8900. Payment is due when order is placed. Please fill out the attached credit card consent form and send with the order. **NO ORDER WILL BE CONFIRMED WITHOUT COMPLETE PAYMENT INFORMATION.** For additional payment options, please call our office at (954) 602-8900.

SIGNATURE as acceptance of this form in it's entirety:

PSAV

Technology Meets Inspiration



Technology Meets Inspiration

Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: American Express ___ Discover ___ MasterCard ___ Visa ___

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____

ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____

DIPLOMAT RESORT & SPA HOLLYWOOD, FLORIDA

Technology Services Order
Email or Fax with Payment to: IT Department
3555 South Ocean Drive
Hollywood, Florida 33019
Fax: 954-602-8860

Please Print Clearly ALL Information on the gray areas. If available include diagram of your meeting space/booth with phones and internet locations and send it to us, or if you have any questions please email:

Date:		FLLDH.IT.Contact@diplomatresort.com			
Event Name:		Your Company Name:		Location for equipment (meeting room or booth #):	
Install Date:	Removal Date:	Your Name (print):		Phone number:	
Time:	Time:				
Company Address:		City, State:		Zip Code:	
Ethernet Drop with one IP address - Will give you internet connection for <u>one</u> computer/laptop		Advanced Rates	Quantity	Pop Up Rates	Quantity
Please choose one:		Initial Drop			
☐ WIRED ☐ WIRELESS		\$350 ☐ 1 Day		\$400 ☐ 1 Day	
		\$700 ☐ 2 Days		\$750 ☐ 2 Days	
		\$750 ☐ 3+ Days-Duration		\$800 ☐ 3+ Days-Duration	
Additional IP Address - Should you have more equipment that needs internet connections order an IP Address <u>PER</u> item		\$100 for each additional IP		\$125 for each additional IP	
If you choose to bring in your own hub to supply additional connections, the charge of \$100 for additional internet feed will still apply. Also, a charge of \$200 will be incurred for the properties hubs not returned at the end of the event.					
TELECOM NEEDS					
<i>In House calls can be made and received with any of the phone lines assigned.</i>					
<u>Types of Phone Lines</u> - (Standard House Phone included)		Advanced Rates	Quantity	Pop Up Rates	Quantity
In House phone line -(Outgoing Only) Local, 800 calls and credit card line as well.		\$75.00		\$100.00	
Long Distance Line - (Outgoing Only) Local and long distance calls.		\$150.00		\$200.00	
DID (Direct & Inward Dialing) - (Incoming and Outgoing) Can be used as a fax, can make and receive local, 800 and long-distance calls directly to assigned extension.		\$200.00		\$250.00	
<u>Additional Equipment</u>		Advanced Rates	Quantity	Pop Up Rates	Quantity
Simple Speaker Phone		\$50.00		\$75.00	
Polycom Conference Phone		\$200.00		\$250.00	
Polycom Conf Phone w/ addtl mic		\$300.00		\$350.00	
ISDN - Network Access Video		\$300.00		\$350.00	
TV Channel Rental		\$1,000.00		\$1,250.00	
Video Conference		\$2,500.00		\$2,800.00	
Voicemail, Rollovers, Hotlines, Call Pickup (each)		\$50.00		\$75.00	
Digital Phone		\$200.00		\$250.00	
Estimated Total for this order (tax not applied yet)					
<u>Payment Information:</u>					
☐ Charge to Master ☐ Charge to Guestroom					
If you would like to pay with a credit card please verify your email address here: _____ ☐ Once we receive your order we will send you an authorization form in order to process the charges.					
For internal use only: Ext: _____, _____ 					

Advanced Rates -
Apply when the order is placed 7 or more days in advance to event.

Pop Up Rates -
Apply when the order is placed within the 7 or less days advance to the event.

Usage Charges - vary based on length of call, area called and amount of calls made.

Notes

DIPLOMAT
RESORT & SPA
HOLLYWOOD, FLORIDA

CREDIT CARD AUTHORIZATION FORM

NAME OF GROUP/FUNCTION _____

DATE OF EVENT(S) _____

******PLEASE CHECK OFF & INDICATE ALL THAT APPLY******

_____ I authorize ALL CHARGES to be applied to the credit card listed below.

_____ I authorize the DEPOSIT in the amount of \$_____ to be applied to this credit card.

_____ I authorize the FINAL BALANCE to be applied to this credit card.

CREDIT CARD (type) _____

EXACT NAME ON CARD _____

CREDIT CARD NUMBER _____ EXP. DATE _____

AUTHORIZED SIGNATURE
ON CREDIT CARD _____
(Please sign)

CREDIT CARD
BILLING ADDRESS _____

*****PLEASE ATTACH COPY OF FRONT AND BACK SIDE OF CREDIT CARD*****
*****AND SEND ALL THE INFORMATION TO FAX 9546028860*****

DIPLOMAT SALES MANAGER _____

DIPLOMAT CONV. SVC. MGR. _____

MASTER ACCOUNT NUMBER _____

APPROVAL CODE _____

DATE POSTED _____



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and fire fighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to: mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kw when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one- (1) day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing cooking and/or warming devices.
7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.

8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter. **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Chief, adequate safeguards have been taken, hand held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one-quart capacity and having a controlled pouring device that limits the flow to (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of 8 inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No Exhibition or Show will be permitted to open without the approval of the Fire Marshal or his authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event, are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.... Payment for these individuals will be paid prior to the show or event, and will be paid to the city of Albuquerque at the rates set by the fire department.

Green Meeting Participant Tip Sheet

We are trying to make this meeting greener – which means that we are taking steps to help reduce the negative impact on the environment. The goal is to reduce waste and pollution, conserve energy and water and promote recycling. But we can't do it alone – we need the help of sponsors, speakers, exhibitors, attendees, vendors and other participants to make the greening effort a success.

How Can You Help? We plan to provide many opportunities to help the environment during the event. But keep in mind that there are many points prior to the day of the event when your conscientious effort can make a big difference.

- **Planning:** Think carefully about your participation in the event. How many people need to be there and for how long? Can the trip serve multiple purposes or be combined with other business activities? Are there other ways to conserve energy and reduce the carbon footprint associated with your participation? Can you cut any waste out of your program – for instance, reduce the number of give-aways or design signs and decorations for reuse?
- **Travel:** What form of transportation will you use? If the event is local, can you use public transportation rather than drive? If you must drive can you carpool? Is cycling or walking an option? If you're coming in from out of town, can you purchase carbon offsets to sequester the

Did You Know?

Meetings are among the world's leading consumers of energy and producers of waste:

- During a typical five-day conference, 2,500 attendees will use 62,500 plates, 87,500 napkins, 75,000 cups or glasses and 90,000 cans or bottles. (Source: *Meeting Strategies Worldwide*.)
- Food leftovers are the single-largest component of the waste stream by weight in the United States. Americans throw away more than 25 percent of the food we prepare, about 96 billion pounds of food waste each year. Donation or composting diverts organic materials from landfills and incinerators, reducing greenhouse gas emissions. (Source: *EPA Solid Waste Program*.)
- Recycling one ton of paper saves the equivalent of 17 trees, saves enough energy to power an average home for six months, saves 7,000 gallons of water, and keeps 60 pounds of pollutants out of the air. (Source: *Illinois Recycling Coalition*.)
- Transporting a traditional custom 20' x 30' structure generates nearly 6,876 pounds of CO₂. Switching to a lighter weight modular structure cuts emissions nearly in half. That one-show carbon emission reduction is more than a car owner switching to a hybrid car for a year. (Source: *Used by permission of Skyline Exhibits www.skyline.com*.)

emissions generated by your travel? (Note that most carbon offset sources offer online calculators for determining the amount based on distance and mode of travel.)

For more green meeting information and ideas, visit www.greeneventsource.com

Green Meeting Participant Tip Sheet

- **Accommodations:** Environmentally friendly hotels promote recycling, conserve water and energy; offer a linen reuse program; take measures to limit food waste; practice green cleaning and other best practices. Wherever you stay, choose a location that has a comprehensive environmental program or use the CERES Guest Request Card to encourage your hotel to adopt green practices.
- **Entertainment and Recreation:** If you are hosting receptions, parties or other outings, choose locations that can be easily reached by foot or public transportation; offer sustainable food and beverages; and preserve/protect natural beauty. You should be able to ask the hotel or convention center for a list of local “eco-tourism” attractions.
- **Marketing and Communication:** What information will you provide for the event? Does it need to be printed or can it be sent electronically? If you do print material, can you print it two-sided on recycled paper, using vegetable inks with a green printer? Send just the amount of glossy materials, give-aways or handouts that you can use.
- **Exhibitors:** Follow green exhibiting practices by creating displays of lightweight, recycled and eco-friendly materials, using energy-efficient lighting, reusing packing material and recycling any materials you don’t plan to ship back.

10 EASY WAYS TO HELP GREEN AN EVENT

1. **Bring your own toiletries or soap from home.**
2. **Purchase carbon offsets for your travel.**
3. **Copy or print handouts locally rather than shipping from out of town.**
4. **Confirm your meal attendance to cut down on wasted food.**
5. **Bring a refillable water bottle that can be replenished from pitchers, fountains or water stations.**
6. **Ask the hotel to change towels and sheets only when requested or after you leave.**
7. **Turn off lights and turn down heat or air conditioning when you’re not in your room.**
8. **Use the recycling container in your hotel room, or if none exists, request that the hotel recycle your paper and plastic waste.**
9. **Donate your unused amenities if possible.**
10. **Turn in your name badge so it can be reused.**

- **Shipping:** Use the most eco-friendly shipping method possible or arrange for carbon offsets.
- **Recycling:** We will try to make recycling of paper, plastic, metal, glass and food waste as easy as possible for you ... all you need to do is remember to “pitch in.”

For more green meeting information and ideas, visit www.greeneventsource.com